



**in collaboration with**



## Application Instructions **TEACH Teacher Training Grants for Educational Technology**

### **Application Materials**

Consortia of eligible school districts may apply for FY16 Teacher Training for Educational Technology Grants utilizing the following application components, which must be submitted as the application for each consortium:

- Fiscal Agent and Consortium Information (part of form TEA-005)
- School District Information Form - one for each consortium school district (form TEA-005A)
- Project Description – Retroactive Events (part of form TEA-005)
- Project Description – Future Consortium Activities (part of form TEA-005)
- School District Budget - one for each consortium school district receiving funds (form TEA-005C)
- Consortium Budget (form TEA-005B)
- Fiscal Agent Certifications of Application (part of form TEA-005A)

The required components of the application are located here:

<http://teach.wisconsin.gov/>(see “Grant – Teacher Training” link)

### **Funding Available and Period Covered**

\$1,500,000 is available for FY16 Teacher Training Grants for Educational Technology. Please see “Eligible Applicants” to determine the amount available for your school district and consortium. If \$1,500,000 is insufficient to fully fund approved requests, awards will be prorated. Proration will occur through an across-the-board reduction applied to the amount requested by each district within a consortium, and consortiums will provide updated budgets when returning their signed Grant Award Agreement.

Fiscal year 2015-16 (FY16) grants shall be for the period of July 1, 2015-June 30, 2016. Awardees must obligate their funds by the end of the grant award period, and funded events must occur during this period. Events that have occurred on July 1 thru your consortium’s application date – retroactive events – are eligible.

### **Eligible Applicants**

Grants are available to consortia of three or more eligible school districts for the purpose of training teachers in the use of educational technology. There is no maximum number of eligible school districts that can be part of a consortium. Non-eligible school districts cannot be included in a consortium or benefit from these grant dollars.

Participating school districts must have 13 or fewer students per square mile and the amount of funding available to a school district is determined by the number of students within the district.

- \$7,500 for districts with fewer than 750 students.

- \$10 per student for districts with between 750 and 1,500 students.
- \$15,000 for districts with more than 1,500 students.

A listing of eligible school districts and the maximum funding available is located at:

<http://teach.wisconsin.gov/>

## **Fiscal Agent, Fiscal Agent Certification and Consortium Members**

Complete the “Fiscal Agent and Consortium Information” and “Consortium School Districts” sections. Each consortium must designate a fiscal agent. Note that fiscal agent administrative costs are not allowable. Information regarding Fiscal Agent responsibilities is located here (link to Web site info doc).

## **School District Information**

A School District Information form must be completed and submitted for each district listed on your “Consortium School Districts”.

## **Teacher Training Activities/Events**

Use questions 1 (regarding retroactive events) and 2 (regarding future consortium activities) under the “Consortium Project” section to describe each of the activities/events you are requesting to fund. Events that involve a single district are eligible as retroactive events, and it is encouraged, but not required, that future events be collaborative events involving more than one district of the consortium.

## **District Budget and Consortium Budgets**

Please complete the “Consortium Member Budget” for each member of your consortium that would receive grant funds, and also complete the “Total Consortium Budget”, which summarizes the budgets for all consortium members. Substitute teacher costs (for providing instruction while teacher is at an event) should be included in salary and fringe lines.

## **Eligible Costs/Events**

Registration fees for online/blended/face-to-face professional learning events focused on enhancing digital learning capacity; district substitute teacher costs; mileage, meals and lodging reimbursed at the State rate; on-site facilitator expenses/compensation (note: costs related to the provision of training by consortium member teachers and other employees will not be reimbursed).

State travel rates are available at: <http://oser.state.wi.us/docview.asp?docid=7365>

## **Ineligible Costs/Events**

Out- of-state travel or conference registrations and other costs; educator stipends/compensation related to training event attendance and preparation; instructional materials, technology hardware, technology software; dues or membership fees, credentialing, credits or licensure requirement costs; entertainment or performance costs; promotional materials or prizes; individual district professional learning opportunities that occur subsequent to grant application date; portions of a training event that are not related to technology training; expenses paid to entities in which a consortium district employee has a financial interest.

## **Fiscal Agent Certifications**

Complete this section to certify the completeness and accuracy of your application.

## **Submittal and Contact Information**

### **Application Deadline is April 1, 2016**

Applications must be received by 11:59 p.m. on April 1, 2016. Applications received after this date and time will not be accepted. A signed PDF file or paper copy of this application may be submitted.

Submit application to:

DEPT OF ADMINISTRATION  
DIVISION OF INFORMATION TECHNOLOGY  
TEACH PROGRAM  
101 E WILSON ST, 8TH FLOOR  
MADISON, WI 53707-7844  
EMAIL: TEACH@WISCONSIN.GOV

Notification to consortium districts and fiscal agent: Friday, April 15, 2016.  
Grant award agreements will then be executed.

### **For more information visit:**

<http://teach.wisconsin.gov/> (see “Grant – Teacher Training” link)